



DEPARTMENT: Fire

NATURE OF WORK:

Performs supervisory, technical, and administrative protective service work in the field of prevention, associated emergency medical services (EMS), fire prevention and fire suppression.

Supervises a shift of paid and volunteer fire and EMS technicians engage in life support, fire prevention, rescue, fire suppression, and associate work. Work is performed under the general supervision of an assigned District Chief.

ESSENTIAL FUNCTIONS OF THE JOB:

Supervises activities of Fire Company on duty at assigned station, or of any assigned work group.

Answers alarm reports and responds with proper apparatus and equipment. Engages in operations to combat fire and other life-threatening situations which require, but are not limited to, entering toxic atmospheres, handling heavy pressurized water hose lines, climbing ladders, and the use of a wide variety of manual and powered tools, some of which are peculiar to the fire service; rescues persons and protects property from danger. Drives and operates fire and EMS apparatus.

Determines status of incident scene upon arrival. Directs personnel and equipment to positions best suited for control of fire, rescue operations, and hazardous materials incidents. Determines need for additional resources. Commands incident scene until (or unless) relieved by a superior officer.

Directs company level fire prevention activities to include code enforcement, inspection of commercial buildings, schools, and churches. Assists in fire investigations as needed.

Plans and implements community outreach projects.

Participates as a member of the Fire Department's management team to achieve the goals and objectives of the department. Keeps District Chief informed of any issues related to the management of the shift or assigned function.

Fosters a harmonious, inclusive work environment and effective working relationships among assigned staff and with all coworkers. Models and ensures appropriate workplace behavior that reflects the values of James City County and the Fire Department.

Practices effective communication with staff and coworkers. Resolves conflicts and provides guidance and coaching as necessary. Keeps staff informed of changes in department or County practices or policies that affect their work performance.

Ensures the professional and technical development of assigned staff. Conducts performance evaluations and develops and implements individual development plans. Provides direct and specific feedback regarding accomplishments and areas needing improvement.

Enforces County and Department policies, rules and regulations. Investigates infractions and complaints; recommends corrective or disciplinary action as necessary.

Works with assigned staff to identify training requirements and ensures provision of necessary training. Develops and conducts group and individual training sessions. Coordinates training of FF/Medics on shift and monitors ALS Preceptor Program to ensure compliance for new employees.

Performs a variety of operational duties to ensure mission readiness, including, but not limited to: ensuring adequate staffing to cover planned and unplanned absences; ensuring proper upkeep and maintenance of firefighting and EMS vehicles and all related equipment; identifies need for equipment repair and coordinates with District Chief; maintains adequate EMS supplies; and, coordinates general maintenance and cleaning of station buildings and grounds.

Performs a variety of administrative duties, including, but not limited to, maintaining records and preparing reports, such as incident reports, pre-plans, code enforcement inspections, etc.; reviewing and approving leave records; managing sale of Convenience Center coupons;

Performs work safely and in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

Acts in the absence of the District Chief, as required.

Responds to emergency situations when off-duty, as required.

Performs other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily at assigned fire station; requires travel to all fire stations and fire grounds or emergency scenes, as necessary. Operates County car; general office equipment, including telephone, computer keyboard, and copy machine; and radios. Operates hand tools, small machinery, and fire suppression equipment, as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and practices of fire and rescue administration, organization, personnel, budget, finance, and purchasing.

Extensive knowledge of modern principles, techniques, and equipment in fire prevention and control.

Extensive knowledge of laws, regulations, and standards applicable to fire prevention, control, and fire cause investigations.

Thorough knowledge of modern medical rescue service equipment, techniques, and practices.

Thorough knowledge of the geography of the County, of the types and locations of potential and actual hazards and of hazardous substances, and of emergency response and rescue techniques.

Thorough knowledge of fire investigation methods, techniques, rules of evidence, and court procedures.

Ability to evaluate needs and plan for the efficient deployment of program objectives.

Ability to lead and achieve coordination among independent agencies of potential and recurring use in the control of fires, provision of emergency rescue and medical services, and in responding to major community emergencies.

Ability to plan, coordinate, supervise, and evaluate the work of the staff.

Ability to read building plans and specifications and to apply codes and standards to determine the adequacy of fire prevention.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent.

Possess and maintain a valid Virginia's Driver's License with the ability to drive and operate State licensed EMS vehicles and Fire Equipment.

Successful completion of the Tidewater Regional Fire Academy, or equivalent certification as determined by the James City County Fire Department.

Possess and maintain the following certifications from the Tidewater Regional Fire Academy, or equivalent certification, as determined by the James City County Fire Department:

- ◆ Firefighter II
- ◆ Hazardous Materials – Operations
- ◆ EMT-B
- ◆ EVOC
- ◆ CPR

Possess and maintains the following certifications from the Virginia Department of Fire Programs, or equivalent certifications as determined by the James City County Fire Department:

- ◆ Fire Instructor I
- ◆ Fire Officer I

Five years related experience. Demonstrate competency in performing the essential functions of the job as evaluated by the Fire Chief or his/her designee.

Possess and maintain one of the following certifications, as required by the Fire Chief:

Virginia EMT-C, EMT-I or EMT-P; and/or possess an Associates Degree in Fire Science, EMS, or job related major. Or a combination of demonstrated skills, training, and certification deemed to be equivalent to the above.

NECESSARY SPECIAL QUALIFICATIONS:

Possess and maintain all minimum requirements of a Firefighter/Senior Firefighter. Maintain the same EMS Certification level held at time of promotion.

Date: January 2012

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Fire Rescue Captain

Position Number: 442-071-01

Department: Fire

Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answer telephone, radio or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ _____
- ☐ Not essential to job functions

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function.

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Firefighter/rescue duties. _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
☒ 8' to 10' step ladder
☒ Extension ladder
☒ Other Aerial ladder
☐ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☒ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☒ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓				✓	
Sit		✓						✓	
Walk			✓					✓	
Run		✓						✓	

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
- ☒ Night vision
- ☒ Focus (distinctness or clarity)
- ☒ Color perception (discriminate between colors)
- ☒ Depth perception (determine distance relationship between objects)

VII. *Driving:*The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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